

[Date]

[Tenant Name]

[Company Name]

[Property Address]

[Suite Number]

Subject: Introduction of New Commercial Property Management Team

Dear [Tenant Name],

We are pleased to introduce [Management Company Name] as the new property management team for [Property Name], effective [Start Date]. Our primary goal is to ensure that your business environment remains professional, functional, and well-maintained.

Your new dedicated management team consists of:

- **Property Manager:** [Name] - [Email Address]
- **Assistant Property Manager:** [Name] - [Email Address]
- **Chief Engineer/Maintenance:** [Name]

Contact Information and Requests:

For all routine maintenance requests, please utilize our online portal at: [URL]. For urgent matters during business hours, you may reach us at [Phone Number].

Emergency Procedures:

In the event of an after-hours property emergency, please call our 24/7 dispatch line at [Emergency Phone Number]. As always, for life-threatening emergencies, please dial 911 immediately.

Rent Payments:

Starting [Date], please direct all rent payments to the following address or via the electronic portal mentioned above:

[Payment Address/Instructions]

We look forward to working with you and will be visiting your suite in the coming weeks to introduce ourselves in person. Thank you for being a valued tenant.

Sincerely,

[Your Name]
[Your Title]
[Management Company Name]